

## **Boxborough Energy Committee June 2015 Minutes**

**Date/Location:** Wednesday, June 10, 2015, Town Hall

**Attending:** Members: Francie Nolde, Abby Reip, Margo Webber, Richard Garrison, Rebecca Morrison, Keshava Srivastava, Santiago Tapia-Perez

**BOS Representative:** None

**Guests:** None

**Members Absent:** Vince Amoroso, BOS Representative, Larry Grossman

**Next Meeting:** Wednesday, July 8, 2015, Town Hall.

### **Minutes**

- May Minutes were approved.
- Francie will be having knee surgery on June 15 and will be out of commission for a while.
- Francie has a banner that is being designed. The banner will be done June 17. Margo will pick up the banner from Graphics Connection in West Acton on June 17 and bring it to Sarah Rambacher. Sarah will use it for the Third Thursday event on the 19<sup>th</sup> and will then bring it to Abby for the Fifers Day event on the 20<sup>th</sup>. Abby will then return the banner back to Sarah for the June 23 'Meet the Installer' event. Sarah will return the banner to Richard for the Boxborough 'Meet the Installer' event on the 25<sup>th</sup>.
- Richard updated the committee on the process of choosing an installer. Five applications were received. One was immediately rejected. The review committee went through their minimum criteria checklist and reduced the list to three installers. Each reviewer then contacted three references, of which three of these references were municipal coordinators (total of 18 references). The review committee will be interviewing the three installers on Thursday June 11<sup>th</sup>. The three installers include Direct Energy Solar (Previously called Astrum), New England Clean Energy, and Solar Flare Energy.
- Following the interviews, the committee will complete their assessments and then submit their recommendations to Selina. The committee does not know what prices were included because they were sent in a separate envelope to the Town Administrator. On Monday, the committee will present their recommendation to Selina on who they feel is the most responsible installer. Selina will then open the bid prices and review the proposed pricing. Selina will then choose an installer on Monday or Tuesday using the Review Committee's assessment and pricing. The Town will reach out to the installer on Tuesday and negotiate a contract and hopefully sign an MOU on Wednesday June 17<sup>th</sup>.
- Richard and the committee met with Stephen Coffrin from Solar Energy design in Harvard. He has been used by Green Community Towns pursuing the Solarize program through MassCEC. Stephen accesses installer proposals and was willing to give us time in exchange for our placing an acknowledgment on our website. Richard asked Stephen for an evaluation on each installers' equipment, warranties, as well as his opinion of the RFPs.
- Fifers Day June 20 – Abby has reserved a table for Fifers Day. Abby purchased a 10x10 canopy. Margo will bring a long card table to the field at 8:00 am. Abby, Margo and Santiago

will set up a table at Fifers Day beginning around 8 am. Fifers Day events run from 12-4. Margo will help at the table from 12-1, Keshava from 1-2. Abby is still looking for volunteers for 2-4. During the interview, Richard will mention to the installers that the Energy Committee would like brochures, literature, Q&A fact sheets and maybe a mini solar panel to have on display at the table. An added benefit would be to have the installer available to answer residents' questions. Abby will consider buying a raffle device like a solar charger to attract people to the table.

- Meet the installer night - Tables will be lined up on each side of the gym entrance as residents enter. Energy Committee people will be at the entrance with clipboards to get everyone's name, telephone number and address. Francie has been in touch with the school custodian who will set up the chairs. Francie has been having trouble getting in touch with Brendan Hearn regarding the AV. Richard will find out what device the installer has so the appropriate AV equipment will be available.
- June Tax Bill stuffer – Once the installer is chosen, Richard will draft a short paragraph for the tax bill stuffer. This will be listed three times on a sheet, photocopied, and then cut in thirds to make the stuffer. The paragraph will include who the installer is, how to contact the installer and the sign up process for a Solar assessment, plus our basic information: website and how to contact us.. Santiago agreed to go to the Town Hall and photocopy the sheets on colored paper and cut them into three strips for the tax bill stuffer. Maripatt needs the stuffer by June 24<sup>th</sup> to put it in the next Tax bill, at the latest. Santiago will contact Maripatt on the 22<sup>nd</sup> to work out the logistics.

Upcoming dates: A calendar has been set up on the [LittleBoxSolar.com](http://LittleBoxSolar.com) website

Boxborough Fifers Day – 12-4 June 20 – Fifers' Day field

Littleton meet the Installer – 7 PM – June 23 – Littleton Town Hall Multipurpose Room

Boxborough Meeting the Installer – 7 PM – June 25 – Blanchard gymnasium

#### Action items:

- The banner will be picked up the 17<sup>th</sup> and driven between towns for each event. See above.
- Santiago agreed to photocopy information on the Installer for the June Tax Bill. Santiago will go to the Town hall and photocopy and cut the tax bill stuffers.
- Littleton will look in to writing monthly column for LELD newsletter
- Francie will invite LELD to both 'Meet the Installer' nights
- Abby will get Francie Brendan Hearn's cell phone number.